

**The Florida Women's Business Center has the following full time (40 hours/week), positions available.** Please send resume to [jobs@FLWBC.org](mailto:jobs@FLWBC.org).

If an interview is warranted, you will be notified via email with date, time, and link (all initial interviews will be held via Zoom). Note: Positions are **not virtual**, they are located in the Delray Beach Office.

### **Business Counselor (1)**

Responsible for reviewing/analyzing and ongoing counseling of FLWBC clients who have received loan funding. Ability to direct client through operational processes required to move the business forward to expand revenue and profit. Must be willing to work with individuals who have not previously run or managed a business.

#### **Required Skills**

- Ability to manage multiple projects and work assignments
- Ability to accomplish projects with little supervision
- Proficient with Microsoft Word, Excel, PowerPoint, Social Media, online tools Zoom etc.
- Strong interpersonal skills (verbal, listening, written) necessary in order to communicate effectively
- Sincere willingness to help and support women who are seeking to improve their lives through their business.

### **Business Counselors (2)**

Responsible for providing small business management advice, technical assistance and related education services to a diverse clientele of existing businesses and those seeking to start new businesses. These positions will interface with FLWBC clients and guide/direct them through the process of analyzing while documenting their business capabilities, products, and services. In addition, assist clients in developing "way forward" plans, programs, and processes while determining business and personal financial realities. Positions will require excellent listening skills, the ability to consult on strategic and tactical approaches, the innate and sincere desire to help and support business owners. Ability to advise, counsel, and mentor

<a href="http://www.FLWBC.org">www.FLWBC.org</a>

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